

Position Description

Thrive International Programs, Inc. Immigration Advocate

Organization

Founded in 2014, Thrive International Programs, Inc.'s mission is to promote diversity, equity, and belonging for people from international cultures in our region through increased language proficiency and cultural competence, immigration legal assistance, and mutually beneficial community connections. Please visit www.thriveip.org for more information.

Position

An Immigration Advocate will provide direct legal services to clients and assist with overall service delivery of Thrive's immigration legal program, which specifically seeks to assist low-income and vulnerable community members across north-central and northeastern Pennsylvania. The program currently provides immigration services for individuals for issues like citizenship, green cards, family petitions, temporary protected status, and asylum. We currently do not represent clients in immigration court but are seeking to build capacity to also provide removal defense services for immigration court. This position reports the Immigration Program Director.

Responsibilities

The following is a representation of typical responsibilities and is subject to change.

- Obtain and maintain DOJ partial accreditation, DOJ full accreditation, or active bar admission for lawyers
- Provide direct client services in Thrive's immigration legal services program, including intake, legal analysis, legal research, immigration application preparation and follow-up for a variety of case types, interview representation, record keeping, and billing
- Prepare clients/witnesses for court cases and provide written/oral immigration court representation (*for DOJ fully accredited representatives and lawyers only*)
- Collaborate with other Thrive immigration legal services program staff in decision making about cases, participate in peer review of applications and cases, and assist peers in interview/court preparation of clients/witnesses
- Provide immigration legal services community education and outreach
- Assist with program reporting for Thrive's immigration legal services
- Make referrals to local resources as needed by clients in Thrive's immigration legal services program
- Assist in grant writing, fundraising, and community awareness efforts for the immigration legal services program
- Engage in regular, ongoing professional development to be aware of new developments in the field and to meet DOJ accreditation standards and client needs
- Keep client information confidential within Thrive's immigration legal program
- Interact with clients through a trauma-informed approach and treat clients, co-workers, and community partners with dignity and compassion
- Complete other duties as assigned

Qualifications

Immigration Advocates will be thoroughly committed to Thrive International Programs, Inc.'s mission. Concrete, demonstrable experience and other qualifications include:

Necessary Qualifications:

- Active bar admission to practice law in the United States or ability to meet DOJ partially or fully accredited representative standards and willingness to apply for accreditation. (Thrive provides access to online and on-the-job training for accreditation as needed.)
- Ability to work effectively with people from diverse language and cultural backgrounds, to demonstrate cross-cultural sensitivity, and to use a trauma-informed approach
- Successful completion of at least 60 college credits
- Ability to communicate clearly and professionally in written and spoken English
- Ability to be attentive to detail and confident to speak up when needed, especially to represent clients in USCIS interviews and/or in court
- Ability to work both independently and collaboratively and to be flexible to meeting changing needs and situations
- Strong organization, time management, and stress management skills
- Ability to use technology for client services and peer collaboration
- Licensed to drive and ability to occasionally travel out of town for long days
- Commitment to servant leadership and quality programs

Preferred Qualifications:

- Previous DOJ partial or full accreditation
- 1 year or more experience providing immigration legal services
- 1 year or more experience in a legal or similar field requiring careful attention to detail, interview skills, and professional writing
- Completion of a college degree in law, paralegal studies, political science, social work, psychology, sociology, or a related field
- High intermediate (or greater) proficiency in Spanish, Dari, Haitian Creole, or Arabic
- 3 months or more experience extensively interacting in another language and/or culture

Work Environment and Schedule

The following is typical, but subject to change:

- This position mainly involves work in Thrive's office in Williamsport (or a potential new outreach office in Allentown, PA) as well as travel to other locations like Philadelphia, PA and Newark, NJ.
- This position has a 40-hour per week schedule. Hours are typically daytime Monday to Friday and one evening per week. The schedule is negotiable and may change dependent on client needs, organization needs, and supervision availability. Work is mostly in-person at Thrive's office with occasional remote work opportunities and some travel.
- Work occasionally includes participating in Thrive's non-legal community outreach in order to build relations with community members.
- Workspace includes a shared office and space at various community outreach locations.
- Work frequently involves time constraints and deadlines.
- This position has a 3-month probationary period.
- This position includes access to legal technical assistance and resources along with paid training opportunities, professional liability insurance/malpractice insurance, and payment of AILA non-profit membership dues for eligible staff.

How to Apply

Please send an email to Jody Lantz at jody@thriveip.org with a cover letter and resume.